



JOB DESCRIPTION

TITLE: Engineer II
DEPARTMENT: Public Works – Engineering Division
GRADE: 18
FLSA: Exempt
EEO DESIGNATION: Professional
REVISION DATE: 11/03/2020

POSITION SUMMARY

The Engineer II works under the direction of the City Engineer. The Engineer II performs a variety of working level professional and technical duties as needed to assist in coordinating and participating in the design, development and construction of City infrastructure.

ESSENTIAL FUNCTIONS:

- Performs private development reviews; assists with various aspects of project management and scheduling; insures adherence with established standards and work plans, processes and procedures; coordinates legal activities and requirements; prepares change orders; monitors consultant activities and work to assure compliance with standards and contract specifications; assures timely completion of projects; conducts and coordinates project inspections.
- Conducts engineering department review and approval of commercial project plans and construction drawings during building permit review process; insures compliance with codes and standards; screens for traffic and parking issues; drainage issues; right-of-way issues and special requirements of Planning Commission actions (annexations, zone changes, special use permits, etc).
- Coordinates a variety of operations and activities undertaken by the engineering department related to traffic signalization project design and management, infrastructure analysis and public works systems; coordinates project priorities; prepares engineering reviews and reports for proposed projects and developments; completes preliminary design of utility systems; aids in establishing city master plan for various utility systems.
- Participates in the development and maintenance of the city flood control program; serves as liaison with federal, state, county and local jurisdictions; represents the city as staff to various commissions and task forces; prepares various reports, projects and evaluations as required; provides input to the City Council and committees as required.
- Reviews public works project site plans to determine compliance with established public works policies, rules, regulations, ordinances, etc.; performs periodic public works inspections to assure compliance with material specifications and work quality.



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- Provides coordination for the maintenance of traffic signals as needed to provide for emergency operation, re-programming of controllers and time clocks, general maintenance and other related actions.
- Conducts traffic studies to support police department enforcement and compliance with state and local codes; conducts traffic studies to support project design projections.
- Maintains and updates city maps showing annexation requirements per state code; provides miscellaneous drafter services to other departments as needed.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Graduation from college with a bachelor's degree in civil engineering and four years of experience in surveying, engineering design, inspection and drafting or any equivalent combination of education and experience. Must have a valid Utah Driver License; EIT certificate and must be within at least one year of becoming a Professional Engineer (PE). Knowledge of GIS/ArcInfo preferred.

KNOWLEDGE, SKILLS AND ABILITIES

1. Skilled in project planning, scheduling and control.
2. Ability to handle complex problems.
3. Ability to communicate with others and to assimilate and understand information, in a manner consistent with the essential job functions.
4. Demonstrated knowledge of the principles and practices of engineering design and construction.
5. Working knowledge of construction drawings and specifications, mathematics, algebra, and trigonometry, drafting procedures; computer-aided designing, drafting and plotting instruments.
6. Ability to work in an office environment as well as outside in the field.
7. Ability to interpret plans and specifications.
8. Ability to receive, deliver and explain oral and written instructions and exercise initiative and sound judgment and react resourcefully under varying stressful situations.
9. Ability to communicate effectively verbally and in writing with co-workers, contractors and with the public under potentially adverse circumstances and to work well others.
10. Ability to follow city policy; concentrate on the completion of assigned tasks accurately, and accomplish the completion of duties in a timely manner.
11. Considerable knowledge of computerized engineering systems and instruments (CAD) and related peripheral equipment.
12. Knowledge of traffic signalization equipment and controls.
13. Ability to visualize completed projects in planning stages and estimate the end results



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14. Ability to develop and maintain effective working relationships with elected officials, federal and state agencies, local governments other staff members and the public.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Comfortable working conditions, talking, listening, intermittent sitting, standing and walking. Regularly sits at a desk or table; walks, stands or stoops; works for sustained periods of time maintaining concentrated attention to detail. The person in this position must have the visual ability to read and work with computers and other electronic tools in accomplishing tasks and to communicate verbally. Person may need to lift up to 50 lbs on an occasional basis. This position requires the employee to be outdoors periodically and to drive a City vehicle. This position has exposure to stressful situations as a result of human behavior. Work is often performed under deadlines and time constraints which may require alterations in the normal 8-5 work schedule.

The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.